

**MEMBER CREDIT REQUEST**  
**Minimum Continuing Legal Education**

The State Bar of California  
Office of Certification  
180 Howard Street  
San Francisco, CA 94105-1639  
(415) 538-2100

**FOR OFFICE USE ONLY**  
**MCLE**

- ☐ \$25  
☐ No Check  
☐ Other

**A \$25 nonrefundable fee must accompany this application.**

**Attach promotional materials, if available. Consideration of your application can take up to 60 days.**

**MEMBER INFORMATION**

<b>1. MEMBER NAME AND ADDRESS</b>	<b>2. STATE BAR NUMBER</b>
	<b>3. PHONE NUMBER</b> (     )
	<b>4. FAX NUMBER</b> (     )
<b>5. WHAT IS YOUR AREA OF PRACTICE?</b>	
<b>6. HOW DOES THIS ACTIVITY RELATE TO YOUR LAW PRACTICE?</b>	
<b>7.</b> <b>A. WERE YOU AN INSTRUCTOR OR SPEAKER AT THIS ACTIVITY?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <b>B. WERE ATTORNEYS IN THE AUDIENCE?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No  <b>IF NO, DO NOT SUBMIT THIS APPLICATION. Teaching non-attorneys does not qualify for MCLE credit.</b>	

**ACTIVITY INFORMATION**

<b>8. TITLE OF ACTIVITY</b> Only one activity per application and \$25 application fee.	<b>9. PROVIDER NAME AND ADDRESS</b>
<b>10. DATE OF ACTIVITY</b>	
<b>11. SITE OF ACTIVITY (City, State)</b>	<b>12. PROVIDER PHONE NUMBER</b> (      )
<b>13. DOES THIS ACTIVITY HAVE SUBSTANTIVE WRITTEN MATERIALS?</b> <input type="checkbox"/> Yes IF YES, how many pages? _____ <input type="checkbox"/> No <b>IF NO, and the activity ran over one hour in length, this application should not be submitted. Activities more than one hour in length and NOT accompanied by substantive written materials do not qualify for MCLE credit. DO NOT SEND MATERIALS.</b>	<b>14. IS THIS ACTIVITY APPROVED FOR MCLE CREDIT IN ANY STATE?</b> <input type="checkbox"/> Yes. State(s) _____ <input type="checkbox"/> No If you do not know, you must contact the provider. <b>IF YES, please review <a href="#">MCLE Rules and Regulations sections 4.0 and 7.4</a>. You may not need to submit this application.</b>
<b>15. LIST COURSE CONTENTS</b> or attach promotional materials specifying this information.	<b>16. LIST FACULTY NAMES AND CREDENTIALS</b> or attach promotional materials specifying this information.

**CREDIT HOURS REQUESTED****17. ATTACH A TIME SCHEDULE**

Attach a time schedule of the activity from which attendance time can be computed. For example,

9:00 - 10:00    Tips on Jury Selection

10:00 - 10:15    Coffee Break

- ☐ Each segment must have a beginning and ending time.
- ☐ Fifteen minute breaks will be deducted from any segment that runs three or more hours unless otherwise indicated on the schedule.
- ☐ IF YOU ARE NOT REQUESTING CREDIT FOR THE ENTIRE ACTIVITY, segments for which you are requesting credit must be clearly marked on the schedule.
- ☐ IF YOU ARE REQUESTING CREDIT FOR ANY LUNCHEON PRESENTATIONS, the actual running time of the speech or presentation must be indicated on the schedule.
- ☐ IF YOU ARE REQUESTING CREDIT FOR ANY OF THE SPECIAL TOPIC REQUIREMENTS, indicate on the time schedule which segments covered the requested topics.

**18. ARE YOU CLAIMING CREDIT FOR ATTENDING THE ENTIRE ACTIVITY?**

☐ Yes

☐ No

IF NO, indicate on the attached schedule what segments of the activity you attended.

**19. WAS THIS ACTIVITY SELF-STUDY?**

☐ Yes

☐ No

IF YES, what was the actual running time of the Audio, Video Tape or online course?

\_\_\_\_\_ hours \_\_\_\_\_ minutes

**20. TOTAL CREDIT HOURS REQUESTED:**

Formula: (Minutes of Instruction (time spent in activity)) / 60 = Credit hours

Example: 435 / 60 = 7.25 Credit Hours

**21. OF THE TOTAL CREDIT HOURS, WHAT PORTION, IF ANY, COVERED THE FOLLOWING CATEGORIES?**

Legal Ethics \_\_\_\_\_

Law Practice Management \_\_\_\_\_

Civil and Criminal Remedies for Civil Rights Violations \_\_\_\_\_

Substance Abuse \_\_\_\_\_

Emotional Distress \_\_\_\_\_

Bias in the Legal Profession \_\_\_\_\_

*FOR AN EXPLANATION OF WHAT MAY QUALIFY FOR THESE CATEGORIES, SEE THE INSTRUCTION SHEET ENCLOSED WITH THE APPLICATION PACKET. INDICATE ON THE TIME SCHEDULE REQUESTED IN #17 WHICH SEGMENTS COVERED THESE SUBJECTS. ATTACH A BRIEF DESCRIPTION OF ANY SUBFIELD CREDITS.*

**DECLARATION**

I declare that I am an active member of the State Bar of California. I declare that this education activity complies with Section 7.1 of the MCLE Rules and Regulations.

I further declare that the information provided by me on this form is true and correct and that this declaration is made under penalty of perjury under the laws of the State of California and executed at the date and place below:

Date \_\_\_\_\_

City and State \_\_\_\_\_

Signature \_\_\_\_\_

Print Name \_\_\_\_\_